

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR V –  
Asbestos Abatement, General Maintenance, and Construction

SALARY GROUP: A19

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clyde Armstrong DATE: 8/08/2013

POSITION #: 022386

**I. JOB SUMMARY**

Performs advanced supervisory maintenance and construction work. Work involves overseeing maintenance and construction offender workers involved in the installation, care, and repair of state facilities and equipment. Works under minimal supervision with considerable latitude for initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees, supervises, inspects, schedules, assigns, prioritizes, and participates in general maintenance, construction, and asbestos abatement work; coordinates work assignments with other supervisors to ensure efficient use of resources; and provides technical expertise.
  - B. Oversees the preparation of estimates for work hours, materials, and resources required for projects; approves and initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.
  - C. Trains and supervises offender maintenance and construction workers; and ensures compliance with applicable safety rules, regulations, and standards.
  - D. Assists in maintaining security of assigned offenders.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Six years full-time, wage-earning construction or maintenance experience.
3. Asbestos identification and removal experience preferred.
4. Experience in the supervision of offenders preferred.

Must have a current, valid license as an Asbestos Abatement Supervisor from the Texas Department of State Health Services or another state licensing authority and a certificate of completion for the annual Asbestos Abatement Supervisor refresher training from an EPA-approved training provider within the past twelve months

or

must have or be able to obtain a valid license as an Asbestos Abatement Supervisor from the Texas Department of State Health Services or another state licensing authority within twelve months of employment date.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

Must maintain valid license(s) for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of maintenance and construction codes, regulations, and standards.
2. Knowledge of building construction practices, methods, procedures, materials, plans, and specifications.
3. Knowledge of applicable procedures, techniques, state and federal laws, rules, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data, interpret construction drawings, and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill to train and supervise others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, dust, fumes, smoke, gases, asbestos, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, knives, hammers, exhaust fans, and automobile.